

STATE MILITARY DEPARTMENT JOINT FORCE HEADQUARTERS
ALABAMA NATIONAL GUARD
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P.O. BOX 3711
MONTGOMERY, ALABAMA 36109-0711


ALJF-TAG

13 February 2008

MEMORANDUM FOR All Employees and Members of the Alabama National Guard

SUBJECT: Workplace Violence Prevention

1. It is the Alabama National Guard's policy to promote a safe environment for its employees, visitors and members. The Alabama National Guard is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not prevalent at our agency, no agency is immune.
2. Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated. Reports of incident set out above shall be taken seriously. Inappropriate behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical or emotional harm to a person or the workplace.
3. We need your cooperation to implement this policy and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on this agency's premises report it immediately to a supervisor or manager. Supervisors and managers who receive such report shall seek advice from the Human Resources Office at (334) 271-7221 or DSN 363-7221 regarding investigating the incident and initiating appropriate action. **(PLEASE NOTE: Threats or assaults that require immediate attention by security or the police should be reported first to your security personnel or to the police at 911.)**
4. This policy letter supersedes JFHQ-AL-HRO/EEO, 3 May 2004, subject: Workplace Violence Prevention and will be posted in the permanent section of all technician and military bulletin boards.



ABNER C. BLALOCK
Major General, ALARNG
The Adjutant General